OFFICER FITNESS/ENLISTED EVALUATION REPORTS

LESSON TOPIC 6.4

TERMINAL OBJECTIVE

Upon completion of this unit of instruction, students will perform the duties of a naval officer by obtaining the knowledge on how to write and understand Fitness/Evaluation Reports.

Enabling Objectives

- 6.17 Identify the reference dealing with fitness / evaluation report.
- 6.18 Identify the purpose of a fitness report/evaluation.
- 6.19 Identify the rules pertaining to fitness / evaluation report preparation.
- 6.20 Identify the occasions that a fitness / evaluation report is written and the important characteristics that are evaluated.
- 6.21 Identify the individuals involved in the fitness report/evaluation system and their roles in that system.
- 6.22 Identify the rules pertaining to signature authority.

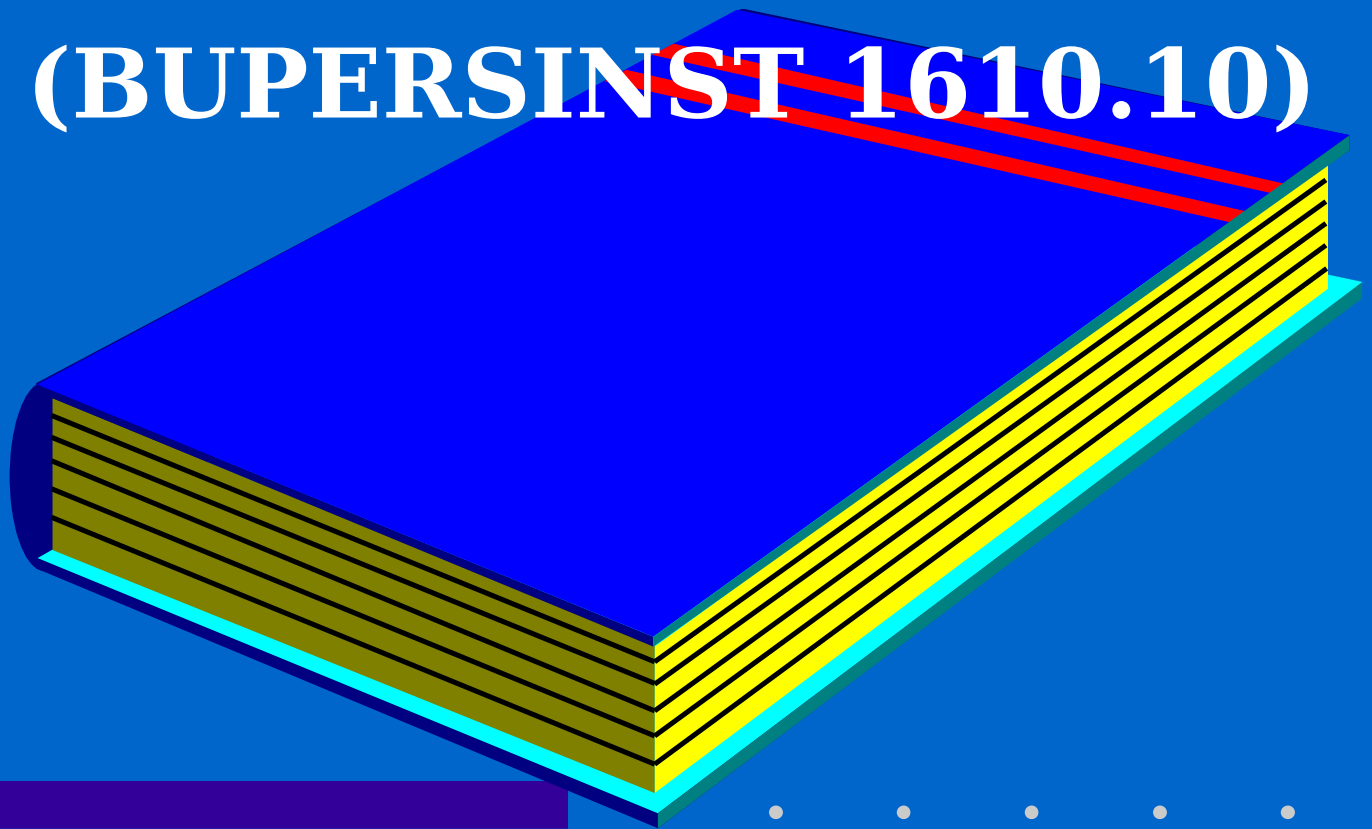
QUESTION & ANSWER POLICY

Major Teaching Points

- **Purpose**
- **Occasions**
- **Types of Fitness/Evaluation Report**
- **Contents**
- **Homework Assignment**

Reference

Navy Performance Evaluation and Counseling Manual (BUPERSINST 1610.10)



Purpose

- **Principle document used for career management**
- **Provides a continuous record of performance; each day of an individual's naval service must be accounted for by a fitness/evaluation report.**

Primary Uses…

- Promotion/advancement
- Professional development training
- Assignment and retention
- Selection for command (officers)
- Selection for subspecialty (officers)
- Provides feedback to the individual
- Not used for punishment or reward

The most important factor affecting a fitness/evaluation report is performance

Rights and Responsibilities

- **Commanding Officer**
  - **Submission of Timely and Accurate Reports**
  - **Delegation of Signature Authority**
  - **Fitness /Evaluation reports are to be submitted within 15 days (USN) or 30 days (USNR) following the ending date of the report.**

Rights and Responsibilities

- **Member**
  - **Submit a Statement**
  - **Review Report for Accuracy**
  - **Provide Timely Statement per Submission Criteria**
  - **Retain Copy of Report**
  - **Provide Report Input/Sign Report**

Report Occasions

- **Periodic**
- **Detachment or Death of Reporting Senior**
- **Detachment of Individual**
- **Promotion/Frocking**
- **Special**
- **Performance Information Memorandum**

Periodic

- **Periodic (as scheduled)**
  - **Enlisted Reports Due 15th of Month**
  - **Officer Reports Due End of Month**
- **Annual Reports Require Semi-annual Counseling**
- **Must Maintain Day for Day Continuity**

Detachment

- **Detachment of Reporting Senior**
  - **Officers - Required**
  - **Enlisted (E1-E9) - Optional**
    - **E7-E9 = Special Report**
- **Detachment of Individual**
  (State where member is transferring to)
  - **Transfer**
  - **Out of the Navy**

Promotion/Frocking

- **Enlisted (E4 -E9)**
  - **Used to close out the ending date from the lower rank.**
  - **No longer required so long as member has had an eval within a 15-month period.**

Special

- **Give reason for report:**
  - **Officer or CPO - Eligible before a promotion selection board**
  - **Unsatisfactory Performance**
    - **Reduction in Rate (Required) (ENL)**
    - **Inferior Performance**
  - **Superior Performance**
  - **Recommendation - Commissioning Program**

Performance Information Memorandum

- **Not a type of evaluation form**
  - Useful tool for reporting information to another command for consideration in a fitness or evaluation report.

Types of Reports

- **Regular**
- **Concurrent**
- **Operational Commander (OPS Commander)**

Regular Report

- **Regular Command reporting functions - Required of all rear admirals and below.**
  - **Periodic Reports Covering Annual Reporting Periods**
  - **Submitted by CO/OIC/DIR to whom Individual Reported for Permanent Duty**

Concurrent Report

- **Completed by any reporting senior other than the regular reporting senior.**
  - **Documents Significant Performance While Away From Immediate Command.**
  - **No set time period covered. However, the period normally will exceed 3 Months for Active Duty and 2 months for Reservists**

Operational Commander Report

- **Supplemental record of CO or OIC performance as observed by their Operational Commander.**
- **Eligibility includes OIC of deployed detachments whether or not it is a CNO-established billet.**
- **Other than CO/OIC receive Concurrent Reports for temporary operational periods.**

Appraisal Worksheet

- **Rough, expanded outline submitted as / with “brag sheet”**
- **See Figures 6.4-2A & B**

Dual Grading System

- **Evaluation (percentile)** - Navy-wide comparison against others within the same paygrade.
- **Summary (competitive)** - Competing against peers within same competitive category **within** your command.

Highlighted Sections

- **Physical Readiness Codes - Figure 6.4-3**
- **Performance Traits - Graded areas (Blocks 33-39)**
  - **Covers: Performance, Appearance, and Future potential.**
- **Military Bearing (Block 35 Officer/CPO - 36 Enl)**
  - **Coincides with PFA block**
  - **Overall smartness of appearance, Correctness of uniform, Physical fitness, Navy Core Values**

Comment Section

- Written comments should:
  - Mirror and expand upon marks received on the front of the form.
  - Wording and brevity are very important.
  - Requests and recommendations for future billet assignment and promotion are placed here.

Basic Do's and Don'ts

- **Do**
  - **Substantiate:**
    - **Any 1.0 grade, 3 or more 2.0 grades, & a 2.0 grade in the COOC/Equal Opportunity block.**
    - **Adverse Report if any 1.0 grades, promotion recommendation of "Significant Problems," and/or any recommendation against retention.**
    - **Assign any trait mark of 1.0 = Significant Problems as promotion recommendation, AND must state Retention Recommendation in the comment section.**

Well-Written Bullet Elements

Bullet Style for Trait Mark Justifications

- **1) What you did**
- **2) How well you did it**
- **3) What the result / outcome / impact was & at what level** (WC, DIV, DEPT, CMD, Community, Global)
- **4) Your future potential**

Basic Do's and Don'ts

- **Don't**
  - Handwritten comments or additions to comments are not allowed, **EXCEPT** reports on E4 and below which may be entirely or partially handwritten.
  - Continuation sheets and enclosures are not allowed, **EXCEPT when**:
    - An endorsed statement is submitted by the member
    - A flag endorsement is required
    - A civilian or foreign letter report is pertinent
    - A letter-extension of a concurrent/regular report
    - A classified letter supplement

Writing EVALS/FITREPS

- **<u>Don't:</u>**

- **Do not include classified information in the report.**
- **Do not include any prohibited comments.**

Style and Content

- **Space is limited - Only 18 lines**
- **Use direct and factual comments**
- **Avoid preamble - get directly to the performance**
- **Do not use “Puffed-up” Adjectives**

Style and Content

- **Give examples of performance and results**
- **Quantify - but don’t stress quantity at the expense of quality**
  - **Avoid “Stock Comments”**
  - **Be consistent with trait marks**
  - **Define acronyms**

Limitations

- Figure 6.4-4 - Maximum Limits on “Early Promote” and “Must Promote” Recommendations:
  - Mandatory 20% Limit on “Early Promote” recommendations (O1 & O2 cannot receive higher than a “Promotable” recommendation)
  - LCDR / O4 and above also have limits on “Must Promote” recommendations

Promotion Recommendation

- **Evaluation=Block 45 Fitrep=Block 42**
- **5 Promotion Recommendations**
  - **Significant Problems**
  - **Progressing**
  - **Promotable (highest for ENS & LTJG, except LDO)**
  - **Must Promote**
  - **Early Promote**

Raters, Senior Raters, & Reporting Seniors

- **CO must sign all fitness reports**
- **Signature Authority Delegation for <u>OFFICER Reports</u>:**
  - **Not below the grade:**
    - **CDR/GS-14 or equivalent**
    - **Except with the written permission from the Chief of Naval Personnel**
- **Exception:**
  - **Training Commands Delegation**
    - **Student fitness reports - LCDR or equivalent w/o prior approval**

Raters, Senior Raters, & Reporting Seniors

- **Delegation of reports for:**
  - **E5-E9: LCDR (O4) / GS-12 and Above**
  - **E1-E4: CPO (E7) / GS-11 and Above**
- **CO, OIC, Commander or Civilian Director must sign evals which WITHDRAW a promotion and/or retention recommendation of a member within their unit.**

Raters, Senior Raters, & Reporting Seniors

- **Navy CPO or equivalent should be RATER for evals**
- **Division Officer or Department Head should be SENIOR RATER for evals**

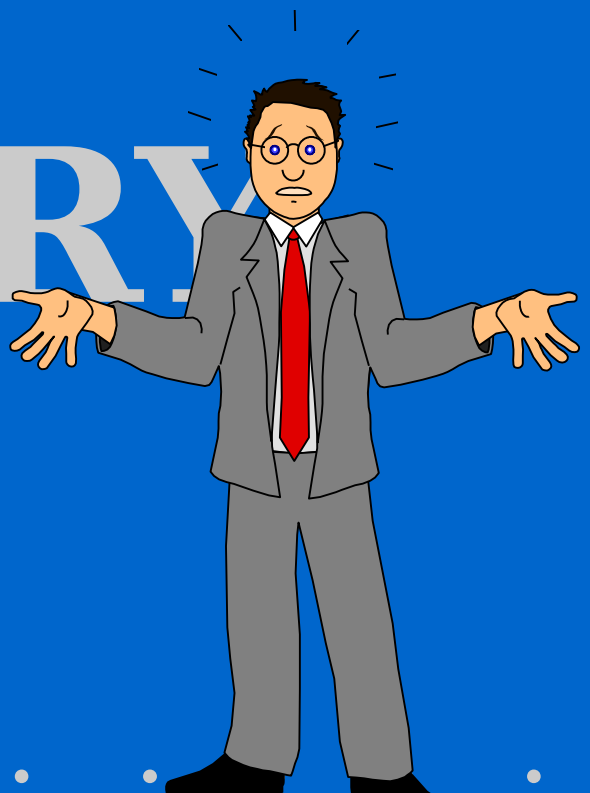
Miscellaneous

- **Always ensure that you receive a copy of your fitness/evaluation report. KEEP A COPY!**
- **Outgoing CO CANNOT debrief their relief on any individual's fitness/evaluation report.**
- **The most important factor affecting a fitness/evaluation report is PERFORMANCE.**

Updates to the Eval/Fitrep Instruction

- **Changes were issued in the form of NAVADMIN messages and are included in your student guide.**
- **They must be used WITH the instruction.**

IN SUMMARY



WHAT IS THE PURPOSE OF FITNESS REPORTS?

- **Principle document used for career management**

WHAT DOES A FITNESS REPORT PROVIDE THE MEMBER?

- **Provides a continuous record of performance; each day of an individual's naval service must be accounted for by a fitness/evaluation report.**

WHAT ARE SOME OF THE PRIMARY USES FOR AN EVALUATION OR A FITNESS REPORT?

- **Some Primary Uses:**
  - **Promotion, selection and advancement**
  - **Training**
  - **Assignment and retention**
  - **Provides feedback to the individual**

WHAT IS THE MOST IMPORTANT FACTOR AFFECTING A FITNESS/EVAL REPORT?

The most important factor affecting a fitness/evaluation report is

Name the Rights and Responsibilities of the CO and the Member?

- **Commanding Officer**
- **Member**

Name the various occasions for Evaluation/Fitness Reports?

- Periodic
- Detachment or death of Reporting Senior
- Detachment of Individual
- Promotion/Frocking
- Special
- Performance Information Memorandum

Name the various types of reports?

- Regular
- Concurrent
- Operational Commander

WHAT ARE THE KEY ELEMENTS TO REMEMBER WHEN WRITING A FITNESS/EVALUATION REPORT?

- **Use Factual/Verifiable Comments**
- **Make Comments Consistent with Trait Grades**
- **Substantiate any 1.0, 3 or more 2.0, 2.0 mark in COOC/EO and Adverse Recommendations**
- **Use Bullet Style for Trait Grade Justifications**

TO WHOM CAN THE CO DELEGATE SIGNATURE AUTHORITY?

- **Delegation:**

E5-E9	**LCDR/GS-12 and Above**
E1-E4	**E7/GS-11 and Above**

WHO MUST SIGN EVALS THAT WITHDRAW PROMOTION OR RETENTION RECOMMENDATION?

CO, OIC, Commander, Civilian Director must sign evals which WITHDRAW a member's recommendation

WHAT RANK OR JOB POSITION IS THE RATER/SENIOR RATER/REPORTING SENIOR?

Navy CPO should be RATER or equivalent

SENIOR RATER: should be Division Office or Department Head

REPORTING SENIOR: Commanding Officer, Officer-in-Charge, Commander or Director

ANY QUESTIONS